



**CITY PLAN COMMISSION HEARING  
ANNUAL BUSINESS MEETING AGENDA  
JANUARY 17, 2019  
1:30 P.M.**

**MINUTES**

The City Plan Commission met at the above place and date.

The meeting was called to order at 1:39 p.m. Commissioner Cummings present and presiding and the following Commissioners answered roll call.

**COMMISSIONERS PRESENT:**

Commissioner Cabrera  
Commissioner P. Hernandez  
Commissioner Cummings  
Commissioner Muñoz  
Commissioner Torres

**COMMISSIONERS ABSENT:**

Commissioner Livingston  
Commissioner Trimble  
Commissioner S. Hernandez  
Commissioner Uribe

Commissioner P. Hernandez read the rules into the record. Raul Garcia, Program Manager for Planning & Inspections, read the revisions to the agenda into the record.

**\*ACTION:** Motion made by Commissioner Cabrera, seconded by Commissioner P. Hernandez, and unanimously carried to **APPROVE** the agenda as amended.

**AYES:** Commissioner Cabrera, P. Hernandez, Cummings, Muñoz, and Torres

**NAYS:** N/A

**ABSTAIN:** N/A

**ABSENT:** Commissioner Livingston, Trimble, S. Hernandez, and Uribe

**NOT PRESENT FOR THE VOTE:** N/A

Motion passed.

**I. CALL TO THE PUBLIC – PUBLIC COMMENT**

This time is reserved for members of the public who would like to address the City Plan Commission on any items that are not on the City Plan Commission Agenda and that are within the jurisdiction of the City Plan Commission. No action shall be taken.

**NO ACTION WAS TAKEN.**

**II. REGULAR AGENDA - DISCUSSION AND ACTION:**

**Subdivision Application:**

## SUBDIVISION MAP APPROVAL:

### NOTICE TO THE PUBLIC AND APPLICANTS:

The staff report for an agenda item may include conditions, exceptions, or modifications. The Commission's motion to approve an item in accordance with the staff report or with all staff comments means that any modifications, waivers, exceptions requested by the applicant and recommended for approval by staff and any staff recommended conditions, have been approved, without necessitating that the Commission restate the modifications, exceptions, waivers, or conditions as part of the motion to approve and that any findings required to be made by the Commission, have been made. If the Commission does not wish to approve an exception or modification, or require a condition, then the Commission's motion will state which have not been approved, otherwise, the staff report, with all modifications, exceptions and conditions, is approved and the applicant shall comply with all provisions of the staff report.

### Major Combination:

1. **SUSU18-00109:** Aguilar Subdivision Unit II – All of Tract 1-B and a portion of Tract 6, Block 79, Township 3, Section 16, Texas and Pacific Railway Company Surveys, El Paso County, Texas  
Location: North of Pellicano and East of Joe Battle  
Existing Zoning: ETJ (Extraterritorial Jurisdiction)  
Property Owners: Pellicano and Loop 375, LLC  
Representative: SLI Engineering  
District: ETJ (Extraterritorial Jurisdiction)  
Staff Contact: Jim Henry, (915) 212-1608, [henryji@elpasotexas.gov](mailto:henryji@elpasotexas.gov)

**\*ACTION:** Motion made by Commissioner Cabrera, seconded by Commissioner P. Hernandez, and unanimously carried to **POSTPONE SUSU18-00109 FOR ONE (1) WEEK, TO THE CITY PLAN COMMISSION MEETING OF JANUARY 24, 2019.**

Motion passed.

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### Major Preliminary:

2. **SUSU18-00089:** Enchanted Hills Unit Five – A portion of Tracts 9A, 9A1, 9B, 9B1, and 9C1, Laura E. Mundy Survey 238, and a portion of Nellie D. Mundy Survey 244, City of El Paso, El Paso County, Texas  
Location: North of Transmountain and East of I-10  
Existing Zoning: RMU/R-5/C-3/c (Residential Mixed Use District/Residential/Commercial/condition)  
Property Owner: Transmountain Residential, LLC  
Representative: Conde, Inc.  
District: 1  
Staff Contact: Brenda Cantu, (915) 212-1642, [cantubr@elpasotexas.gov](mailto:cantubr@elpasotexas.gov)

Brenda Cantu, Planner, made a floor amendment and requested that number three (3) under Park comments be deleted as it is not applicable to this subdivision. She gave a presentation and noted that the applicant proposes to subdivide 146.638 acres of land into 369 single-family residential lots, a 7.636-acre park, one 10-acre church, and 3 public drainage easements/private open space areas. The proposed subdivision lies within the Enchanted Hills Land Study, and is in conformance with the land study. This subdivision is being reviewed under the former subdivision code. Primary access to the proposed subdivision will be provided via Resler Drive, Northwestern Drive, and North Desert Boulevard. The Planning Division recommends approval of Enchanted Hills Unit 5 on a major preliminary basis subject to the following condition:

- *That the City Plan Commission require the applicant to landscape the rear of all double frontage lots pursuant to Section 19.16.080.D of the former subdivision code.*

Conrad Conde, with Conde, Inc., concurred with staff's comment.

**ACTION:** Motion made by Commissioner P. Hernandez seconded by Commissioner Cabrera, and unanimously carried to **APPROVE SUSU18-00089 INCLUDING ALL 3 MODIFICATIONS, AND TO ALLOW ROUND-ABOUT INTERSECTIONS, TO ALLOW HIKE & BIKE PATHS, TO ALLOW BLOCK LENGTHS IN EXCESS OF 1500 FEET, AND TO ALLOW STREET NAMES IN EXCESS OF 13 CHARACTERS, AS WELL AS TO REQUIRE THE APPLICANT TO LANDSCAPE THE REAR OF ALL DOUBLE FRONTAGE LOTS.**

Motion passed.

**ACTION:** Motion made by Commissioner Cummings, seconded by Commissioner Cabrera, and unanimously carried to **CLOSE THE PORTION OF THE SUBDIVISION PUBLIC MEETING AND START THE ANNUAL BUSINESS MEETING.**

Motion passed.

**II. ANNUAL BUSINESS MEETING AGENDA - DISCUSSION AND ACTION:**

3. CPC Business Items:
- a. Election of Officers (Chair, First Chair, Second Chair)
  - b. Changes to Bylaws

**ACTION:** Motion made by Commissioner P. Hernandez, seconded by Commissioner Cabrera, and unanimously carried to **POSTPONE ITEM #3 FOR ONE (1) WEEK, TO THE CITY PLAN COMMISSION MEETING OF JANUARY 24, 2019.**

Motion passed.

4. Discussion and action on CPC subcommittees

Raul Garcia, Program Manager for Planning & Inspections, noted that as part of the duties of the City Plan Commission, there are subcommittees that commissioners may be a part of. These subcommittees are in terms of three divisions, subdivisions, zoning, and long range. If needed, the commission can contact planning staff in regards to forming a subcommittee and staff can assist in forming that subcommittee. No action was required at this meeting.

Commissioner Cummings noted that he would like to re-open the Low Impact Subcommittee. Staff will move forward with this request.

**NO ACTION WAS TAKEN.**

5. Capital Improvement Projects:  
Kevin Smith, Program Administrator, Capital Improvements Department, (915) 212-1610,  
[smithkw@elpasotexas.gov](mailto:smithkw@elpasotexas.gov)

Kevin Smith, Program Administrator with the Capital Improvements Department, gave an update on the capital projects that were currently undertaking and completed over the past fiscal year as well as moving forward in 2019. He gave a quick summary of the Project Delivery and went over some of the projects they plan to complete in 2019. He responded to questions from the commission.

**NO ACTION WAS TAKEN.**

6. Park Fees Special Fund Report, Parks and Recreation Department,  
Gloria Venzor, Project Manager, Parks & Recreation Department, (915) 212-1719,  
[venzorga@elpasotexas.gov](mailto:venzorga@elpasotexas.gov)

Gloria Venzor, Project Manager, Parks & Recreation Department, gave an Annual Parkland Dedication Report and noted that the Strategic Plan Goal is to promote the visual image of El Paso and enhance and sustain El Paso's Infrastructure Network. She noted that PLD funds are disbursed based on proportionality of basic amenities that should be provided to all parks. She presented a list of parks that are under construction and are 75% to 95% complete.

Commissioner P. Hernandez made a statement for the record, concerning the \$139,000 dollars allocated funds on the Northeast. He asked if the Parks Department could look into allocating some of those funds to the day care center on Veteran's Park on the Northeast. She responded to questions from the commission

**NO ACTION WAS TAKEN.**

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7. 2018 Activity Report, Planning Division:  
Raul Garcia, Interim – City Development Program Manager, (915) 212-1643,  
[garcia1@elpasotexas.gov](mailto:garcia1@elpasotexas.gov)

Raul Garcia, Interim – City Development Program Manager, gave numbers in terms of applications processed, reviewed, and subdivision plats recorded for fiscal year 2018. He noted that this also includes special projects that Planning staff was involved in, as well as minor and major code amendments. He responded to questions from the commission.

Planning staff will update the commission on the annexation process.

**NO ACTION WAS TAKEN.**

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8. Land Use Assumptions, CIP, Impact Fees:  
a. Presentation on updated land use assumptions, capital improvements plan and impact fee structure as required by Chapter 395 of the Texas Local Government Code, prior to the re-evaluation of the existing impact fee structure for water and wastewater services.

Marcela Navarrete with the El Paso Water gave an update on Impact Fees. She gave an overview of the Impact Fee Process. Impact Fees are governed by Chapter 395 of the Texas Local Government Code. Items payable with Impact Fees are growth related capital but does not include water supply nor normal day to day maintenance. Chapter 395 requires the creation of the Capital Improvements Advisory Committee (CIAC), the presentation of Land Use Assumption Report (LUA), Capital Improvements Plan (CIP) and Impact Fee, an update of LUA and CIP at least every 5 years and recalculated fees if necessary, and a Semi-annual report to the CIAC of the fees collected and CIP expenditures. She gave a quick summary of the Capital Improvement Plans that the Water Utility developed based on the LUAs developed by the Planning Department. She responded to questions from the commission.

**NO ACTION WAS TAKEN.**

- b. Discussion and action to consider, prepare, and file written comments on the proposed amendments to the land use assumptions, capital improvements plan, and impact fee to the City Council.

Harrison Plourde, Senior Planner, (915) 212-1584, [plourdeht@elpasotexas.gov](mailto:plourdeht@elpasotexas.gov)

**NO ACTION WAS TAKEN.**

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9. City Attorney's Office  
Legal Updates

Russell Abelyn, Assistant City Attorney, gave a presentation on subdivision approval under the Texas Local Government Code. He spoke on Section 212 which covers subdivision and platting and the authority that the City Plan Commission has. He responded to questions from the commission.

**NO ACTION WAS TAKEN.**

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10. Duties of the City Plan Commission

Philip Etiwe, Planning Director, noted that staff will be providing some training for the commission whenever there is a short CPC agenda.

**NO ACTION WAS TAKEN.**

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11. Adjournment of the Annual City Plan Commission Business Meeting

Motion made by Commissioner Muñoz, seconded by Commissioner Cabrera, and unanimously carried to adjourn this meeting at 3:26 p.m.

Motion passed.

Approved as to form:

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Philip Etiwe, City Plan Commission Executive Secretary